

CITY OF CALISTOGA

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www.ci.calistoga.ca.us



July 29, 2019

SENT VIA EMAIL

Dan Rubins
Via MuckRock News
DEPT MR 57823
411A Highland Ave
Somerville, MA 02144-2516

Email: 57823-98847157@requests.muckrock.com

Re: Request for Public Records

Dear Dan Rubins:

The City of Calistoga ("City") is following up on its response to your Public Records Act Request ("Request"), received by the City on June 21, 2019, to which the City issued responses on July 1, 2019, July 15, 2019, and July 29, 2019 ("Responses"). Copies of your Request and the City's Responses are enclosed for reference.

After a diligent and reasonable search and clarification of Request No. 4 received by you on July 10, 2019, the City responds to the Requests as follows:

REQUEST ONE: *"Any and all executed contracts, memorandums of understanding (MOUs), and other equivalent agreements that are currently active, or were active within the last two years, other than standard employee agreements. Please provide a copy of the executed document as well as any addenda, amendments, attachments, exhibits, materials, and schedules."*

The City has reviewed its records and determined it has responsive non-exempt, non-privileged records in its possession, custody and control, which are being provided with this Response. The City has withheld and/or redacted certain records which are exempt under the public interest exemption pursuant to Government Code section 6255 as the "public interest served by not disclosing the record[s] clearly outweighs the public interest served by disclosure of the record[s]" and Government Code section 6254(k) (federal copyright law relating to architectural plans/drawings).

REQUEST TWO: *"Any and all contract template documents, for example, employee agreements, vendor agreements, master services agreements, nondisclosure agreements, or interagency cooperation contracts."*

The City has reviewed its records and determined it has responsive non-exempt, non-privileged records in its possession, custody and control, which are being provided with this Response.

REQUEST THREE: *"General policies and procedures for contract administration, including training materials and records used to instruct members of your agency in contract administration."*

The City has reviewed its records and determined it has responsive non-exempt, non-privileged records in its possession, custody and control, and can be found through the following links: <http://www.ci.calistoga.ca.us/home/showdocument?id=32411> and <https://www.codepublishing.com/CA/Calistoga/>.

REQUEST FOUR: *"Any available process narratives, audit reports, or findings regarding contract administration covering the last two years."*

After a diligent search, the City has determined it has no responsive records in its possession, custody or control.

The City now considers the Request completed and closed.

If you have any questions about the City's response to your Request, please feel free to contact me directly at (707) 942-2807.

Sincerely,



Irene Camacho-Werby
City Clerk

Enc: Public Records Act Request
July 1, 2019 City Response
July 15, 2019 City Response
Responsive Records